

MINUTES
TRANSPORTATION ASSET MANAGEMENT COUNCIL
September 3, 2003
Shanty Creek Lodge
Bellaire, Michigan

Meeting noticed in accordance with Open Meetings Act, Public Act 267 of 1976.

Present

Carmine Palombo, Chairman
John Kolessar, Member
Steve Warren, Member
Aaron Hopper, Member
Pat Lockwood, Commission Advisor

Thomas Wieczorek, Vice Chairman
Kirk Steudle, Member
Richard Deuell, Member
Bill McEntee, Member
Susan Mortel, Member

Absent

John Elsinga, Member

Staff Present

Rick Lilly, Bureau of Transportation Planning
Ron Vibbert, Bureau of Transportation Planning
Gil Chesbro, Bureau of Transportation Planning
Meghann Rauscher, Bureau of Transportation Planning

Call to Order

Chairman Palombo called the meeting to order at 1:35PM.

Approval of the August 6, 2003 Council Minutes

Mr. McEntee moved for the approval of the August 6, 2003, meeting minutes, supported by Mr. Warren. Mr. Steudle noted that the spelling of his name was incorrect. The minutes were unanimously approved as amended.

Correspondence and Announcements

Ms. Lockwood announced the State Transportation Commission received an update as to the progress of the data collection, and it was very well received. Ms. Lockwood also stated that the presentation of the draft budget at the meeting was approved by the Commission.

Ms. Lockwood asked if there were any more requests for approval for out of state travel (to the conferences that were mentioned in the previous meeting), she would like to take them back to Director Jeff for discussion.

Ms. Lockwood announced three scheduled work sessions of the State Transportation Commission. These will occur in September, October and November. The topics of the upcoming work sessions are the upcoming budget and two sessions regarding

pavement conditions. There will also be a meeting in December to discuss the 5-year plan. Ms. Lockwood agreed to give the Council updates and details as they arise.

Ms. Lockwood informed the Council that two commissioners terms are up this year, both are eligible for reappointment (Commissioner Jackson and Commissioner Baillod). Ms. Lockwood announced that the Commission has approved the locations for the 2004 State Transportation Commission meetings; however they have not had the official approval to include dates. These locations are: Port Huron, Detroit, Jackson, and Grand Rapids.

Chairman Palmobo asked for questions or comments. Mr. Lilly replied that he had several announcements regarding the October 2003 Council Meeting. Mr. Lilly asked that anyone who intends on flying to the meeting on October 8th needs to notify him, so we can get a confirmation. The flight will need to leave Lansing by 11:15am and arrive in Escanaba by 12:30pm. If we depart Escanaba by 4:00pm, we should arrive in Lansing by 5:30pm. Mr. Lilly mentioned he would confirm all times prior to date of the meeting. The meeting will be held at the Delta County Road Commission office, located on 32nd Avenue (north-end of town between Gladstone and Escanaba). Mr. Lilly noted that transportation will be provided at the airport.

Secondly, Mr. Lilly asked the Council to draw their attention to the letter from the Midwest Regional University Transportation Center of Wisconsin. He noted that the MRUTC will be hosting a short course called "Designing for Operability and Maintainability". MRUTC will be testing the course work for this class at one of their workshops at the Aeronautics Building in Lansing on October 13th and 14th. The purpose of this course is to get project managers to review the course text to get feedback. Mr. Lilly asked that the Council notify him of anyone who may be interested in volunteering. Mr. Kolessar asked if there would be any costs involved in attending this course. Mr. Lilly replied that there would be no costs to attend.

2004 Meeting Dates and Locations

Mr. Lilly presented the dates for the 2004 Asset Management Council meetings. Mr. Lilly added that these dates were based on the assumption that the Council will continue to meet on the first Wednesday of each month, if we so choose. Chairman Palombo asked the Council if this date was working for everyone. Mr. Hopper mentioned that he would prefer to keep this date. Chairman Palombo agreed, and asked Mr. Lilly to keep this date and begin to select locations. Mr. Lilly suggested that we hold a meeting in the UP, and asked Mr. Hopper if he would like to host one. Mr. Hopper replied that he would like to hold the meeting at Kewadin. Mr. Lilly noted that two areas have already expressed interest in hosting a meeting, they are: Ron Reed at Kalamazoo County Road Commission office, and Steve Duke at Region 2 Planning Agency in Jackson. There have not been any other location decisions made at this point. Chairman Palmobo further suggested that we could dovetail any County Road Commission meetings with the Council's meetings. Mr. Lilly agreed. Mr. Lilly also mentioned that the Council has yet to come to a decision regarding the December meeting, and whether or not we would like to meet at the Lansing center in the evening after the Transportation Summit. Mr. Palmobo asked for suggestions or comments. Ms. Mortel replied asking if there would be any conflicts with the Summit if we

scheduled a meeting for the evening. Mr. Steudle stated that any time after 5:30pm or 6:00pm would cause no conflicts. Mr. Steudle further stated they will be making changes in between the two days, and that some of the Council members' involvement might preclude them from attending an evening meeting. Ms. Mortel suggested possibly meeting the week before or after the Summit. Chairman Palombo agreed that having the meeting a week later would be better. Chairman Palombo decided that the date would be December 10th possibly at the Aeronautics Building in Lansing. Mr. Lilly replied stating that he would try to reserve the room.

Monthly and Quarterly Reports

Mr. Lilly stated that there were no written reports, because the written report would primarily be a discussion of the end of the training sessions and the update on the data collection, and those items are included as items on the today's agenda. Mr. Lilly also noted that a report will be put together based upon today's comments and made available to the Transportation Commission, as well as, be posted on the Council's website.

Mr. Lilly announced the FY05 Budget was approved by the Transportation Commission, and has been sent on to M-DOT's finance people for inclusion in the budget. Mr. Lilly also noted that an expense report has been created to include expenses as of August 27, 2003. He noted that the changes have been made to correct the reporting procedures. Mr. Lilly also mentioned that the Council is under budget, because many of the expenses have not yet been accounted for (laptops purchase, training, beginning of collection, etc). The charges have been submitted, but have not yet posted, and we will therefore be required to turn over any remaining dollars to the MTF.

Mr. Lilly announced that in regards to the 2003 Council work program, everything is underway or completed, and we are on track with everything except for the multi-year program. The multi-year program will probably not be available on the due date of October 1st because we need information from the regional planning agencies and MPO's on projects they have. This is a big effort for them, and in all likelihood the multi-year program will be simply a compilation of the State Transportation Improvement Programs and the various Transportation Improvement Programs for the local areas. Mr. Lilly added that the multi-year program will not be as extensive as it will be next year, and we need to do some work with local agencies, the regional planning agencies, and M-DOT to look at definitions of different improvement types, expectations, costs, projects, etc. Mr. Lilly suggested that the creation of a multi-year program should be similar to the annual report (create a general report and work to make it more specific). This is the only area we are behind on the Council's work program. Chairman Palombo suggested that the agencies at least send out their 3-year program with the understanding that it is not in the format the Council would like. This way, we can meet our deadline set forth in the legislation. Mr. Warren asked what is being requested. Mr. Lilly replied saying that we are asking for the anticipated projects for the next three years on the federal aid system. Mr. Lilly continued saying that in many instances the agencies will not know what these projects, however, they were asked to report on the projects that have been programmed, and then make estimations on maintenance costs. Mr. Warren also commented that the regions and MPO's will report on all improvements on the federal aid system, to capture the entire realm of expenses. Mr.

Lilly also stated we should consider this an investment report, what was spent, the resulting condition, and what will be spent in the next three years. Mr. McEntee verified that this is only for federally funded activities. Mr. Lilly noted that this is the case for this year only.

Vice Chairman Wieczorek asked if the data collection process thus far is in line with our budget. Mr. Lilly responded saying that the only region that has been assessed is Region 12, and the costs submitted were under the estimated \$5.84 per mile. Mr. Lilly also mentioned that it is a little early in the collection process to get accurate figures. Mr. McEntee asked if these expenses would be charged against this year's budget, and would the charges be based on the date approved, or are they based on when they are processed through accounting? Mr. Lilly replied saying that he will have to estimate what the costs will be through the end of September. If a billing is received within two weeks after end of September, it will be charged to the 2003 budget. Anything received after that date will be charged to the 2004 budget. Mr. Lilly noted that he is not certain if these are the official procedures, and he will check.

Mr. Lilly announced that we have executed 21 work authorizations with the regional planning agencies and MPO's. The work authorizations will only last until the end of September, and we are in the process of getting the 2004 amounts together to take to the next Ad Board meeting in October. All of the costs will be retroactive to October 1st, so we will not miss any time.

Mr. McEntee moved for the approval of the expense report, supported by Mr. Warren. The expense report was unanimously approved.

Update on Data Collection

Mr. Lilly initiated the discussion on the update of the asset management training sessions. Mr. Lilly announced that we have completed all of the training sessions; we trained 290 individuals across the state at 10 different locations. Mr. Lilly noted that next year we need to hold a training session with the finance officers, to help clarify procedures. Mr. Lilly added that two County Road Commissions did not attend the training, they are: Alger and Marquette. We will assess those roads and make contact with the CRC's.

Gil Chesbro asked the Council to draw their attention to the provided map displaying the areas we have completed the data collection. Mr. Chesbro announced we have completed our 4th week of data collection; we have 19.4% of the total mileage rated, 18 counties completed, and 3 counties partially completed. He noted that this week we will complete Otsego, Iron and Crawford counties. By the end of the following week we should have Genesee and Macomb (major urban areas) completed. Mr. Chesbro further noted that we have 8 teams out in the field, and we are on track with our estimated progress. Mr. Chesbro continued, saying that we have run into our fair share of glitches, but these are expected. Mr. Chesbro also expressed some concern regarding region 7 and our troubles getting started. Chairman Palombo asked if there were any comments or questions.

Mr. Warren asked Mr. Chesbro how he felt the consistency of data collection is going in terms of assessing road conditions. Mr. Chesbro responded saying that in the pilot study we had two different team rate roads separately and then compared the results. The results showed that 90% of the figures were within +/- 1 rating point. Very rarely did we find large inconsistencies, and upon investigation of these errors, we discovered they were data entry errors. Furthermore, Mr. Chesbro noted that as long as the teams properly use the PASER manuals, there should be consistency in the assessments of road condition.

Secondly, Mr. Warren asked what we do when there are disagreements on the PASER rating given to a particular road. He continued asking what quality assurance measures are in place to help assure consistency and accuracy. Mr. Chesbro responded that he would work on some procedures to bring to the Council and address the quality assurance issues or ambiguities of the data. Chairman Palombo agreed this would be a good idea. Mr. Lilly also noted that the regional planning agencies were asked to submit a one page report to identify these concerns and problems. Mr. Lilly mentioned that he will send these reports to the Council for action. Mr. Steudle replied that the small areas where these errors might occur will not cause a problem when analyzing it at a statewide level, however, it will cause a much larger problem when we turn the data over to the local agencies and the will be used for pavement management. Mr. Steudle suggested this Data committee should investigate this. Mr. Warren agreed.

Discussion of Future Work Activities

Chairman Palombo began this discussion stating that the data collection efforts have somewhat taken the Council's attention off of other areas, and we need to get back on track and turn our focus on what needs to get done.

Mr. Lilly asked that the Council draw their attention to the "Long Range Activities" document. The purpose is to focus on where the Council would like to be in the next five years.

Mr. Lilly noted that we need to select a data agency, we are charged to do so in the legislation. The Transportation Commission and DIT must be a part of this process by law. Chairman Palombo asked when the RFP would be drafted soon. Mr. Lilly replied saying that we should have a draft RFP for the Councils review by November, and have the data agency on board by January 1st. Mr. Lilly suggested having is published and to set up a 30 day response time.

Ms. Mortel suggested that we should identify the items in the 2003 work plan that have logical extension and add these items to the 2004 work plan. In addition, identify the items we have already had discussions about and add those to the 2004 work plan as well. Ms. Mortel further suggested that we charge the Strategic Committee with coming up with a strategic plan to carry us through the five years.

In terms of the pilot projects, Chairman Palombo mentioned that we need to develop our criteria for selecting which projects to fund. Mr. Warren suggested that we need to get the work program initiatives set forth to better understand what we want to accomplish, in terms of pilot projects, we can then set up criteria for projects.

Adjournment and Final Comments

Chairman Palombo suggested that for the next meeting come prepared to discuss where we want to be in five years. The next meeting will be held on October 8th at 1:00pm in Escanaba, Michigan.

Mr. McEntee announced that there had been CE News article was written about asset management and quoted Mr. Lilly. Mr. McEntee asked that the issue be made available on the website.

Chairman Palombo asked for comments from the public, no comments were made.

The meeting was adjourned at 3:20pm.

Commission Advisor